## 2014 STAAR MATERIALS CONTROL FORM

Check Month: ☐ March ☐ April ☐ May ☐ June ☐ July ☐ December

est booklets are secure documents. Use this form to account for all secure materials. Camp coordinators should fill out the first three columns below prior to distributing any booklets.	ous
The test administrators' initials in the "Out" boxes signify that they have received the secure materiassigned to them and that they have signed the security oath. A test administrator should not init his form if the information on it is incorrect.	
Missing secure materials must be located before the campus coordinator initials the "In" box nissing secure materials cannot be located, the campus coordinator should immediately contact district coordinator.	
Campus Name Campus Coordinator	

NAME OF TEST ADMINISTRATOR	TOTAL # OF	RANGE OF SECURITY NUMBERS	DAY 1		DAY 2	
	BOOKLETS	CODED ON SECURE MATERIALS	OUT	IN	OUT	IN
			+			

Duplicate this form as necessary.

NAME OF TEST ADMINISTRATOR	TOTAL # OF	RANGE OF SECURITY NUMBERS CODED ON SECURE MATERIALS	DAY 1		DAY 2	
	BOOKLETS		OUT	IN	OUT	IN
				-		
				-		-
						-